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Executive Registry
0603

5 August 1948

MEMORANDUM FOR: Assistant Director for Reports and Estimates
 Assistant Director for Operations
 Assistant Director for Special Operations
 Chief, ICAPS ✓
 Chief, Advisory Council
 Executive for Inspection and Security
 Executive for Administration and Management
 General Counsel

SUBJECT: Storage of Vital Documents

1. The Director, by memorandum dated 3 August 1948, has established a Vital Records Storage Committee with representatives of all addressees as members and the undersigned, or his designee, as chairman.
2. The first meeting of the Committee will be held on Monday, 16 August, at 1430, in Room 2519, 1 Building. It is requested that all members or their alternates attend.
3. The Committee will be able to take no action on any agenda stipulated by the Director until it has first determined:
 which documents must CIA consider as of vital import to a successor agency in the event of total destruction of the present agency, including loss of all its personnel, documents and equipment?
4. In order that the first meeting of the Committee may not be a waste of time to all concerned, it is requested that each addressee give thought to the above question, and that members attending the meeting on 16 August be prepared to make tentative statements on the subject from the standpoint of their own offices.

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Assistant Director
 for
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